

SECTION B

LIVE EMPLOYEE TO A NON-LIVE DEPARTMENT

OVERVIEW:

In this section, you will find information on how to manage a live employee's:

Assignment Change

Rehire

Mandatory Reinstatement

Information and procedures are provided for:

1. A description of the documents you will need to complete
2. How to complete the MCP-003 and when to use it or other MCP-specific forms
3. Different HR scenarios and their required procedures
 - Transfer/Appointment
 - Benefits
 - Attendance
 - Miscellaneous Changes
 - a. Personal information
 - b. Direct Deposit
 - c. Garnishments

01 OBTAINING THE EMPLOYEE'S PERSON ID NUMBER AND EMPLOYMENT HISTORY

Before departments can begin processing a new MyCalPAYS employee, the HR Personnel Specialist will need to obtain the employee's Person ID (PERID) number and the Remedy ticket number. The PERID replaces the social security number as the unique identifier for employees in the MyCalPAYS system. This information can be obtained by contacting the Customer Contact Center (CCC) at mcpccc@sco.ca.gov. The Remedy ticket number is the incident number assigned by the CCC and will be used to reference the employee, along with the PERID, by the "Once in MyCalPAYS" Specialist throughout the lifecycle of the live employee while they are working in your department or until the employee transfers to another department or separates from state service. The PERID and Remedy ticket number must be included on any documents submitted to the SCO for processing.

If there is not a field on a document to include the PERID, the HR Personnel Specialist must write the PERID number at the top of the document being submitted. **DO NOT** include the



employee's social security number on any documents submitted for employees that are live in MyCalPAYS. However, not including the PERID can result in a delay in processing documents for your MyCalPAYS employee(s).

The HR Personnel Specialist will need to contact the losing department in order to obtain employment and pay history information. This information may come in the form of employment history screens from the Legacy system, the most recent turnaround PAR, Remuneration Statements from MCP, and/or history printouts from MCP.

02 PAR AND MCP-003 COMPLETION FOR ASSIGNMENT CHANGE, REHIRE, & MANDATORY REINSTATEMENT

The HR Personnel Specialist will complete a padded PAR and the MCP-003 (see forms section G) and fax both forms as a package along with any additional forms (i.e., EAR, Direct Deposit Authorization, etc.) that an employee may complete upon assignment change, rehire, or mandatory reinstatement to the "Once in MyCalPAYS" Specialist to (916) 319-9384. **DO NOT** include social security numbers on forms submitted. Departments will complete the PAR using the current legacy procedure applicable for the appointment transaction being processed. In addition, the department will also complete the MCP-003. Completion of the MCP-003 will provide required information that is exclusive to MyCalPAYS that is not currently required in legacy.

When submitting the forms for a rehire/reinstatement, departments must also include copies of the Oath of Allegiance and the I-9.

Instructions for completing the MCP-003 for a Live Employee in a Non-Live Department:

Personnel Actions

PERID (REQUIRED)

Complete with the PERID.

PERNR (Personnel Assignment)(CONDITIONAL)

Complete with the PERNR for Concurrent Employment only.

The PERNR is the unique identifier for each assignment/position. A concurrently appointed person may have multiple personnel assignments.

START DATE (EFFECTIVE DATE) (REQUIRED)

Complete with the effective date of action requested.

Action ID and Reason ID (REQUIRED)

Refer to Actions/Reasons Job Aid (see job aid section H) to complete with appropriate Action ID and Reason ID for the personnel action being processed.

IT0006 – Work Address (REQUIRED)

The Work Address for the employee refers to the employee's **physical** work address and must be completed

The Telephone Number fields are optional within this infotype.

IT0007 – Create Planned Working Time (Work Schedule) (REQUIRED)

Complete with the work schedule for the employee.

Example: M-F, 5/8/40, M-F 9/8/80, M-F 4/10/40, etc.

Departments must specify “Monday-Friday” **and** 5/8/40, 9/8/80, 4/10/40, etc. If an employee is working an Alternate Work Week schedule (ex. 9/8/80), the department will also need to submit a copy of the employee agreement and the applicable calendar to the “Once in MyCalPAYS” Specialist. This will assist in selecting the correct work schedule for the MyCalPAYS employee.

IT0014 – Recurring Payments/Deductions (Pay Differentials) (CONDITIONAL)

Recurring Payments/Deductions in MyCalPAYS are identified as Established Earnings IDs (EID) on the PAR. Complete item 351 on the PAR per the Personnel Administration Manual (PAM) instructions. **If the employee has more than three EIDs, list the additional ones in IT0014 on the MCP-003.** It is no longer necessary to key Established Earnings IDs not included on the PAR into PIP via the STD. 671.

IT0015 – Additional Payments (One-Time Payments, i.e., Retention Pay) (CONDITIONAL)

Additional Payments are used to identify one time payments/deductions identified through pay differentials, earnings IDs, etc. and keyed into PIP via STD. 671. It is no longer necessary to key one time payments/deductions into PIP via the STD. 671. Complete this field only if needed.

IT0712 – Main Assignment (CONDITIONAL)

Complete *only* for concurrent employment assignments.

Check the box if position for which the transaction is being processed will be the main assignment for the employee.



IT9007 – Probation Period Review Dates (CONDITIONAL)

Complete if the action requires a new or continuation of a probation period. MyCalPAYS does not calculate probation periods and dates do not automatically generate on the Employee Information Document (EID). It is the department's responsibility to calculate and track probation periods for employees serving probation periods. Completion of this information will ensure the probation dates are reflected on the EID.

Authorized Signature & Form Submitted By (REQUIRED)

Signature of certification for the appointing power and provide the contact information for the authorized HR Personnel Specialist that completes the package.

IMPORTANT: Departments will not receive a turnaround PAR for MyCalPAYS employees.

03 ADDITIONAL DOCUMENTS

The following forms may be submitted as part of the PAR and MCP-003 package if required or if the employee is making any changes at the time of appointment.

- STD. 686 Employee Action Request (EAR)
- STD. 692 Dental Authorization Enrollment Form
- MCP 14 Direct Deposit Enrollment Authorization (see forms section G)
- CalHR 682 Pre-Tax Parking Account Enrollment
- STD. 689 Oath of Allegiance (Required)
- Form I-9 Employment Eligibility Verification (Required)

04 HEALTH PLANS (MEDICAL, DENTAL, AND VISION BENEFITS)

Medical benefits for your MyCalPAYS employee will be maintained in MyCalPERS as it is done today. There is no special processing necessary for your MyCalPAYS employee.

Dental changes will be made using the STD. 692 and submitted to the "Once in MyCalPAYS" Specialist for processing. Adding/changing dependent information requires the social security number to be provided on the form for each dependent listed. Dental enrollment changes must be received by MCP Ops by the 10th of the month for a current month deduction.

Enrollment in vision coverage for non-permanent intermittent employees is done automatically in MCP. There are no forms to complete and submit.

When a change to an employee's benefits are made, the "Once in MyCalPAYS" Specialist will provide the department a Benefits Confirmation Statement. The HR Personnel Specialist will provide the employee with a copy of this statement. The Benefits Confirmation Statement lists



all benefits the employee is enrolled in and is provided so that the employee can confirm that their benefit information is correct.

05 EMPLOYEE INFORMATION DOCUMENT (EID)

The Employee Information Document (EID) is the MyCalPAYS document that replaces the Notice Of Personnel Action (NOPA) that is generated today and forwarded to departments from SCO. The EID is used to inform employees of personnel actions that affect them as well as changes and corrections to their employment data. Information regarding the employee's probation period, if applicable, is included on the form only if the department has completed the section on the MCP-003 that asks for the probation dates. MyCalPAYS does not automatically calculate probation dates like the current Legacy system. The SCO will forward to the appropriate HR department the EID for employees live in MyCalPAYS that are currently working in non-live departments. The process for departments to distribute the EID is the same as what is in place today for distributing the NOPA.

06 MAINTAINING YOUR LIVE EMPLOYEE

ATTENDANCE

Departments will have their MyCalPAYS employees complete the STD. 634MCP (<http://www.documents.dgs.ca.gov/osp/pdf/std634mcp.pdf>) and submit it to the "Once in MyCalPAYS" Specialist for processing by the **1st day of each pay period** for the prior month. Timesheets can be submitted to the "Once in MyCalPAYS" Specialist via fax at (916) 319-9384 or scanned and emailed to the "Once in MyCalPAYS" Specialist at mcpalways@sco.ca.gov. Please be sure that the employee's PERID, PERNR (if applicable), and Remedy ticket number are included at the top of the form. Do not provide the employee's social security number on the STD. 634MCP.

When submitting timesheets and the employee is using Sick Leave, MyCalPAYS *requires* that the reason for the usage is entered. If the Sick Leave is being used for the employee, indicate "Self Sick". If the Sick Leave is being used for a family member, indicate "Family Sick". When submitting timesheets and the employee is using Bereavement Leave, MyCalPAYS *requires* that the relationship to the employee be entered. Not including this information can cause delays in processing the employee's timesheet.

SCO will maintain the employee's leave balances centrally. Leave balances are included on the Remuneration Statement that departments will receive for their MyCalPAYS employees each month. Leave balance information, in the form of a report, can be provided to departments [upon request]. It is the responsibility of the department to manually track their MyCalPAYS employee's leave balances. If a



discrepancy in an employee's leave balances is discovered, contact the "Once in MyCalPAYS" Specialist for assistance. MyCalPAYS employees are not included on the Legacy system's Leave Activity & Balances Report (LAB).

MISCELLANEOUS CHANGES

Miscellaneous changes to your MyCalPAYS employee's employment history will be processed by contacting the "Once in MyCalPAYS" Specialist and requesting an Employment History Summary report (similar to the PIMS history) and then completing a padded PAR using the current legacy procedure applicable for the appointment transaction being processed. In addition to the PAR, the MCP-003 will need to be completed for all information relevant to the transaction being processed.

Examples of some miscellaneous changes are:

- Promotion
- Transfer
- MSA/SISA
- Time Base
- Demotion (Voluntary/Involuntary)
- Adverse Actions

Additional examples of miscellaneous changes can be found in Section 3 of the Personnel Action Manual (PAM).

ADDRESS, NAME, AND WITHHOLDINGS CHANGES

Address, name, and withholdings changes are made using the STD. 686 Employee Action Request (EAR) and are completed using the following steps:

1. Employee completes the STD. 686 and submits it to their HR Personnel Specialist.
2. HR Personnel Specialist completes the Personnel Office portion and includes the employee's PERID and Remedy Ticket Number at the top of the form.
3. HR Personnel Specialist makes any necessary copies for HR use and the employee's records.
4. HR Personnel Specialist faxes the form to the "Once in MyCalPAYS" Specialist at (916) 319-9384.
5. Upon processing by the "Once in MyCalPAYS" Specialist, a copy of the EAR form will be returned to the Department.

For name changes, the department HR Personnel Specialist will collect from the employee and verify all necessary documentation to substantiate the change. It is not necessary to submit substantiating documentation to the "Once in MyCalPAYS" Specialist with the STD. 686.



DIRECT DEPOSIT CHANGES

If your MyCalPAYS employee wishes to make a change to their direct deposit enrollment, completion of the MCP-014 (see forms section G) is required in place of the STD. 699. The HR Personnel Specialist must include the PERID and Remedy ticket number at the top of the form to ensure correct routing of the form when it is received by MCP Ops. Direct Deposit changes must be received by the “Once in MyCalPAYS” Specialist by the 10th of each month in order to ensure a current month effective date.

Steps for changes to Direct Deposit:

1. Employee completes the MCP-014 and submits it to their HR Personnel Specialist.
2. HR Personnel Specialist completes the Personnel Office portion and includes the employee’s PERID and Remedy ticket number at the top of the form.
3. HR Personnel Specialist makes any necessary copies for HR use and the employee’s records.
4. HR Personnel Specialist faxes the form to the “Once in MyCalPAYS” Specialist at (916) 319-9384.
5. Upon processing, a copy of the form will be returned to the department.

GARNISHMENTS

Garnishment requests for your MyCalPAYS employee will be established using the appropriate Legacy form (STD. 639 or STD. 639 CFS) and process applicable for the garnishment being requested. A copy of the completed form will be submitted via fax at (916) 319-9384 to the “Once in MyCalPAYS” Specialist for processing. It is the department’s responsibility to ensure correctness of the form being submitted. Garnishment forms must be received by the “Once in MyCalPAYS” Specialist by the 15th of each month for a current month effective date.

Steps for processing garnishment requests or garnishment modifications:

1. Department HR Personnel Specialist completes STD. 639 or STD. 639 CFS and includes the employee’s PERID and Remedy ticket number at the top of the form. It is not necessary to include the employee’s social security number. For some garnishments, the social security number is used as the “case number”. In these instances, the social security number would be included on the form where the case number is being requested.
2. Department HR Personnel Specialist submits a copy of the completed form to MCP Ops for processing. The form may be faxed to (916) 319-9384.

Garnishment warrants and transmittal forms (CD 155) will no longer be sent to the departments for distribution for MyCalPAYS employees. Distribution of garnishment



warrants will be done by the Disbursements Unit at SCO with the exception of California child support payments that are submitted to the State Disbursement Unit. California child support payments will be sent via Automated Clearing House (ACH) Interface directly to the State Disbursement Unit.

Non-live departments with MyCalPAYS employees that have current garnishments will receive the Garnishment Details Report monthly. This report will include information for departments to verify garnishment deductions for MyCalPAYS employees only.

OVERPAYMENTS

Based on Constructive Receipt (see section F, Interim Process Binder Terminology Guide for definition), the gross recovery method will be used in MyCalPAYS for collecting overpayments.

Overpayments, or Accounts Receivables as they are known in legacy, are identified in a number of ways. The most common way that overpayments will be identified is after the initial payroll run in MCP. As a result, the “Once in MyCalPAYS” Specialist will likely discover overpayments before the department HR Personnel Specialist does. It is possible that the department HR Personnel Specialist could determine or believe that an overpayment has occurred. If that happens, contact the “Once in MyCalPAYS” Specialist as soon as possible. This will allow for timely reconciliation of the overpayment. When an overpayment is discovered, the “Once in MyCalPAYS” Specialist and the department HR Personnel Specialist will work together to validate and/or identify and correct any errors that may have triggered the overpayment. If the overpayment is valid and correct, the department HR Personnel Specialist will notify the employee of the overpayment using their current notification procedures for collecting overpayments. Employees can choose one of three methods for paying back overpayments. Those methods include using leave quotas (if permitted by the employee’s bargaining unit), payroll deduction, and agency collection. When the employee has made a decision regarding the collection method of the overpayment, the department HR Personnel Specialist will notify the “Once in MyCalPAYS” Specialist who will then update MCP with the appropriate repayment method. The “Once in MyCalPAYS” Specialist will assist the department HR Personnel Specialist of the status of the overpayment collection each pay period until the total amount of the overpayment has been collected.